

Submitting Grade and Attendance Rosters

The form has changed. You will no longer receive a "Tracking Number" or click on a submit button.

Roster files must be submitted in MS 2000 Excel or newer; MicroGrade 6.1.3., or PDF. Use the following naming convention for your file:

SECTION (IS-15-12345)_YOUR LAST NAME (all caps)_TERM
(e.g., IS-15-12345_SMITH_2012SP)

1. Submit electronic roster at the "Electronic Submission of Rosters" link provided on the Faculty WebAdvisor menu.

FACULTY - WEBADVISOR FOR FACULTY MENU

[Electronic Submission of Rosters](#)
[Faculty Calendar and A&R Information](#)

2. Fill in the form below. Be sure to select the appropriate location of where the class was held. Once the form is complete (middle name optional) then
 - a. Click the "Select File" button to attach your file. **BE SURE THE FILE IS CURRENTLY NOT OPEN IN A WINDOW ON YOUR COMPUTER.** Browse your system and click on the file you intend to submit.

Roster Submission Form

Select Location

- Fresno City College
- Madera Center
- Oakhurst Center
- Reedley College
- Willow International Center

First Name :

Middle Name :

Last Name :

Faculty Number :

Date of Birth :

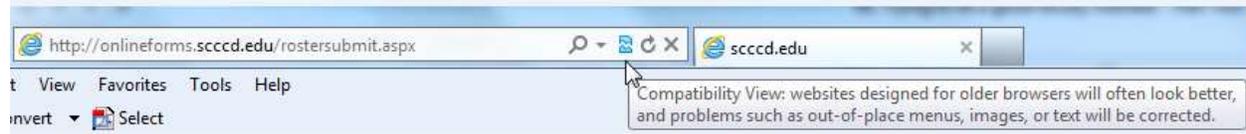
Section Name and Number (IS-15-12345) :

Email :

Submitting Grade and Attendance Rosters

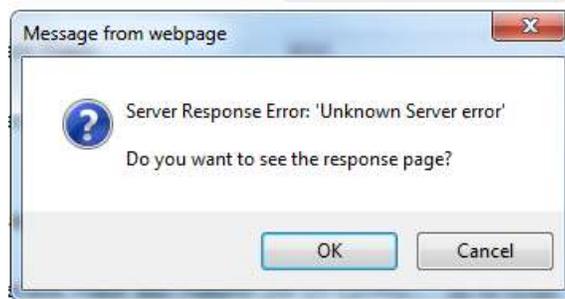
Technical issues

Being a new form technical issues may arise. If using Internet Explorer browser and the “Select File” button is unavailable, you will need to click on the “Compatibility View button located on the Address bar.



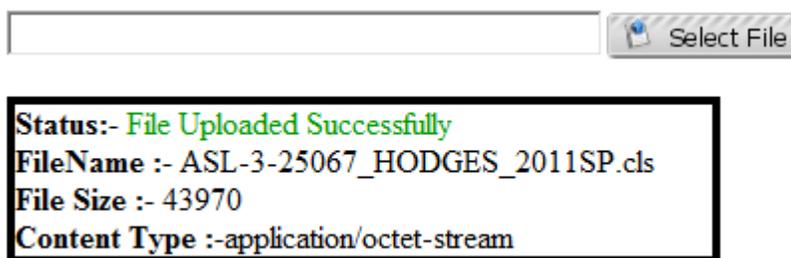
The information entered will be cleared and you will need to rekey (sorry about that) and the “Select File” button should now be available.

If the any of the information keyed into a field is not in the required format, or the file you are attempting to submit is not an excel, micrograde or pdf file, the system will give you the following error message upon submission.



If you receive the message you will need to refresh your window and re-type the information.

When you have been successful in submitting your roster the following message window will pop up.



An email will be sent, to the address provided on the Roster Submission Form, if we encounter any issues with your file and the submission has been rejected.

You will receive an email, confirming when A&R staff and completed the review process and accepted your electronic roster.

If you have any issues contact frances.lippmann@fresnocitycollege.edu.